

REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19472

Sponsor(s): Dennis Waits

Date: May 1, 2017

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twenty-Four Month Term and Supply Contract with Three Twelve Month Extensions, for the furnishing of Locksmith Services and Security Systems Equipment for Various County Departments to Kenton Brothers Inc. of Kansas City, Missouri and Greg's Lock and Key Services of Independence, Missouri under the terms and conditions of Invitation to Bid No. 14-17</u></p>																									
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: \$ _____</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Department</th> <th>Estimated Use</th> </tr> </thead> <tbody> <tr> <td>Public Works</td> <td style="text-align: right;">\$20,000.00</td> </tr> <tr> <td>Department of Corrections</td> <td style="text-align: right;">\$15,000.00</td> </tr> <tr> <td>Facilities Management</td> <td style="text-align: right;">\$ 6,000.00</td> </tr> <tr> <td>Parks + Rec Department</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> <tr> <td>Sheriff's Office</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$46,500.00</td> </tr> </tbody> </table> <p>This RLA only approves the term and supply contract. The funds were appropriated through the annual budget adoption. Figures included in Budget Information section are for informational purposes to provide an estimate of contract value.</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:	\$	Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:		Department	Estimated Use	Public Works	\$20,000.00	Department of Corrections	\$15,000.00	Facilities Management	\$ 6,000.00	Parks + Rec Department	\$ 5,000.00	Sheriff's Office	\$ 500.00	Total	\$46,500.00	
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 17846, March 12, 2012</p>																									
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																									
REQUEST SUMMARY	<p>Various County Departments require a Term and Supply Contract for the furnishing of Locksmith Services and Security Systems Equipment. The Purchasing Department issued Invitation to Bid No. 14-17 in response to those requirements.</p> <p>A total of thirty-eight notifications were distributed and three bids were received and evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Description</th> <th>Greg's Lock Independence MO</th> <th>Craftmaster Hardware Northvale, NJ</th> <th>Kenton Brothers Kansas City, MO</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Discount – Locks, Latches, Keys</td> <td style="text-align: center;">33%</td> <td style="text-align: center;">43%</td> <td style="text-align: center;">35%</td> </tr> <tr> <td>02</td> <td>Rekeying – In Shop</td> <td style="text-align: center;">\$10 - \$12 Each</td> <td style="text-align: center;">N/B</td> <td style="text-align: center;">\$75.00 per Hour</td> </tr> <tr> <td>03</td> <td>Rekeying – On Site</td> <td style="text-align: center;">\$10 - \$12 Each</td> <td style="text-align: center;">N/B</td> <td style="text-align: center;">\$85.00 per Hour</td> </tr> <tr> <td>04</td> <td>Door Closure Services</td> <td style="text-align: center;">\$60.00 per Hour</td> <td style="text-align: center;">N/B</td> <td style="text-align: center;">\$75.00 per Hour</td> </tr> </tbody> </table>	#	Description	Greg's Lock Independence MO	Craftmaster Hardware Northvale, NJ	Kenton Brothers Kansas City, MO	01	Discount – Locks, Latches, Keys	33%	43%	35%	02	Rekeying – In Shop	\$10 - \$12 Each	N/B	\$75.00 per Hour	03	Rekeying – On Site	\$10 - \$12 Each	N/B	\$85.00 per Hour	04	Door Closure Services	\$60.00 per Hour	N/B	\$75.00 per Hour
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05	Key Duplication Standard	\$ 2.00 Each	N/B	\$ 3.00 Each
06	Combination Changes per Key	\$35.00 Each	N/B	\$65.00 Each
07	Discount on Electric Access Parts	33%	N/B	15 – 25%
08	Installation, Service & Repair	\$80.00 per Hour	N/B	\$85.00 per Hour

Pursuant to Section 1054.6 of the Jackson County Code, the Director of Finance and Purchasing recommends the Split Award of a Twenty-Four Month Term and Supply Contract, with Three Twelve Month Options to Extend, for the furnishing of Locksmith Services and Security Systems Equipment for Various County Departments to Kenton Brothers, Inc. of Kansas City, Missouri and Greg's Lock and Key Services of Independence, Missouri as the lowest and best bids received meeting the terms and conditions of Invitation to Bid No. 14-17.

This award is made on an "as needed" basis and does not obligate Jackson County, Missouri to pay any specific amount. The availability of funds for specific purchases is subject to annual appropriations.

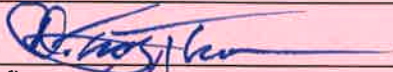

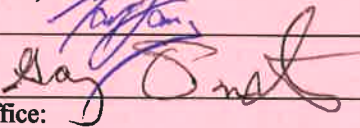
CLEARANCE

- Tax Clearance Completed (Purchasing & Department)
- Business License Verified (Purchasing & Department)
- Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)

ATTACHMENTS

Abstract of bids Received, Award Recommendations and the pertinent pages of Kenton Brothers and Greg's Lock and Key Services bid documents.

REVIEW

Department Director:		Date: 4/24/17
Finance (Budget Approval): If applicable		Date: 4/25/17
Division Manager:		Date: 4/25/17
County Counselor's Office:		Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.

ABSTRACT OF BIDS

REQ 2017-2018

Res. 19472

Bid No. 14-17 DATE: 04/4/17 COMMODITY: Locksmith Services		DESCRIPTION	UNIT	QTY	Greg's Lock & Key Service	Craftmaster Hardware	Kenton Brothers	AMOUNT	AMOUNT	AMOUNT
1.0	Discount - Locks, Latches, & Keys		n/a	n/a	33.90	43.90	35.90			
2.0	Rekeying Services - Shop		HR	1	—	No Bid	75.00			
3.0	Rekeying Services - On-Site		HR	1	—		85.00			
4.0	Door Closure Services		HR	1	60.00		75.00			
5.0	Key Duplication - Standard		EA	1	2.00		3.00			
6.0	Combination Changes - Per Key		EA	1	35.00		65.00			
7.0	Electronic Access, etc - Discount		n/a	n/a	33.90		15.25%			
8.0	Installation, Service, & Repair		HR	1	80.00		85.00			

CERTIFICATION OF BID OPENING
BIDS WERE PUBLICLY
OPENED AND RECORDED

ON: 4-4-2017 BY

Diana Scialo
CLERK OF THE LEGISLATURE

PURCHASING



JACKSON COUNTY
Facilities Management Division

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

MEMORANDUM

From: Joseph Tomlinson, Facilities Management Administrator

To: Barbara Casamento, Purchasing Department Supervisor

Date: 04/20/2017

Subject: ITB 14-17 Locksmith Services

Barb,

This memorandum is being prepared and submitted in response to your request for information regarding the Facilities Management Division (FMD)'s recommendation for the above listed Invitation to Bid.

After reviewing the responses, FMD would like to recommend selecting Kenton Brothers for this contract, due to familiarity with staff, keying systems, and its ranking as the lowest response.

Your consideration in this matter is greatly appreciated.

Thank you,

A handwritten signature in black ink, appearing to read "Joseph Tomlinson".

Joseph Tomlinson
Facilities Management Administrator

Frank White, Jr., County Executive



Jackson County
Public Works Department

ROAD MAINTENANCE 34900 E. Old US 40 Hwy, P.O. Box 160
Grain Valley, Missouri 64029
(816) 847-7050 *phone*
(816) 847-7051 *fax*

MEMORANDUM

TO: Barbara Casamento, Purchasing Supervisor
FROM: Caroline Deihl, Public Works – Road Maintenance
DATE: April 17, 2017
SUBJECT: Bid 14-17, Locksmith Services

Barbara, we have evaluated the above referenced bid and we recommend that the bid be split between Kenton Brothers & Greg's Lock & Key. We use Kenton Brothers on a regular basis but only use Greg's Lock & Key occasionally.

Barbara J. Casamento

From: Craig A. Mosher
Sent: Monday, April 24, 2017 8:56 AM
To: Barbara J. Casamento; Marvin J. Walker
Subject: Re: Locksmith Services

After review of the three bids for Locksmith Services, Department of Corrections recommends a split bid between Kenton Brothers and Greg's Lock and Key. Although slightly higher in price, Kenton Brothers is centrally located to the downtown service area and the savings in travel time will make up the difference.

For security locks, Craftmasters Hardware submitted a bid. I have found their pricing to be higher than other vendors. I do not believe a contract is necessary for this firm as they have a GSA contract.

Department of Corrections estimates \$15,000 will be spent on locksmith services.

Thanks

From: Barbara J. Casamento
Sent: Monday, April 24, 2017 7:44:10 AM
To: Craig A. Mosher; Marvin J. Walker
Subject: Locksmith Services

Good Morning Gentlemen:

I really need your evaluation on Locksmith Services, the other departments are in dire need. Please turn in your evaluation and annual estimates today, if at all possible.

Thanks

BJC

5.0 QUOTATIONS

Number	Description	Price/Discount
01	Locks, Latches & Keys – provide the Manufactures Catalog with Pricing or Pricing Sheets and list discount from pricing (You may quote several manufacturers and discounts – use additional sheets if necessary)	See Attachment A 35 %
02	Rekeying Services In Shop	\$ 75.00 /per hour
03	Rekeying Services On-Site	\$ 85.00 /per hour
04	Door Closure Services	\$ 75.00 /per hour
05	Key Duplication – In Shop	
	Standard	\$ 3.00 /each
	Double Sided	\$ 4.00 /each
	Tubular	\$ 7.00 /each
	Steel Keys	\$ 10.00/each
06	Combination Changes	
	Per Key Change	\$ 65.00/each
	Per Hand Change	\$ 75.00/each
	Combination Change	\$ 15.00/lock
	Key Different and Master Key	\$ 17.00/each
	Extra Keys	\$ 3.00/each
	Master Keys	\$ 3.00/each
	Stamp Charge	\$.50 /each
07	Electronic Access, Monitoring Devices, Video Surveillance Systems, Miscellaneous Parts Provide the Manufacturers Catalog with Pricing or Price Sheets and list discount from pricing (you may quote several manufacturers and discounts – use additional sheets if necessary)	Please see Attachment A 15-25%%
08	Installation, Service and Repair of Electronic Access, Monitoring Devices, Surveillance Systems	\$ 85.00 /per hour

6.0 REQUIRED SUBMITTALS

- 6.1 Brief description of Bidder's Qualifications, including years in business
- 6.2 Bidder's Shop Location and normal business hours
- 6.3 Brief description of Bidder's competent and thoroughly trained technicians that will perform work described herein.
- 6.4 Point of Contact for Bidder
- 6.5 If not located in the Greater Kansas City Metropolitan Area, documentation on how Bidder proposes to perform the work described herein.
- 6.6 Manufacturer's catalogs with pricing or pricing sheets on Items 01 and 07 in the Quotation Sheet. A website may be included in lieu of hard copy catalogs or price sheets. ✕
- 6.7 Failure to include the Required Submittals with your bid may result in the REJECTION of your bid.

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Number	Description	Price/Discount	
01	Locks, Latches & Keys – provide the Manufactures Catalog with Pricing or Pricing Sheets and list discount from pricing (You may quote several manufacturers and discounts – use additional sheets if necessary)		33 % OFF LIST
02	Rekeying Services In Shop	\$ /per hour	SEE EXCEPTION # 1
03	Rekeying Services On-Site	\$ /per hour	SEE EXCEPTION # 3
04	Door Closure Services	\$ 600.00 /per hour	SEE EXCEPTION # 2
05	Key Duplication – In Shop		
	Standard	\$ 7.00 /each	
	Double Sided	\$ 2.50 /each	
	Tubular	\$ 4.50 /each	
	Steel Keys	\$ 4.50 /each	
06	Combination Changes		
	Per Key Change	\$ 35.00 /each	SEE EXCEPTION # 2
	Per Hand Change	\$ 45.00 /each	SEE EXCEPTION # 2
	Combination Change	\$ 12.00 /lock	SEE EXCEPTION # 2
	Key Different and Master Key	\$ 15.00 /each	SEE EXCEPTION # 2
	Extra Keys	\$ 2.00 /each	
	Master Keys	\$ 2.00 /each	
	Stamp Charge	\$ NO CHARGE /each	
07	Electronic Access, Monitoring Devices, Video Surveillance Systems, Miscellaneous Parts Provide the Manufacturers Catalog with Pricing or Price Sheets and list discount from pricing (you may quote several manufacturers and discounts – use additional sheets if necessary)		33 % OF LIST
08	Installation, Service and Repair of Electronic Access, Monitoring Devices, Surveillance Systems	\$ 80 /per hour	SEE EXCEPTION # 2

PLEASE SEE EXCEPTION # 2 FOR "SERVICE CALL CHARGE"

6.0 REQUIRED SUBMITTALS

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